

## Tips on Completing Web Reporting and Contract Notifications

- Periodic reporting during an investigation Comm 47.62, monitoring for progress reporting Comm 47.70, notifications of completion of deferred work Comm 47.63, notice of completion of investigation Comm 47.62(4), annual site reporting as referenced in Comm 46.10 and all contract execution/termination notification responsibilities specified in Comm 47 subchapter VI must be completed on the web. The reporting web site has only one version of the web report which includes mandatory contract notification update.
- Per the requirements of Comm 47, web reports and contract notifications are due at different times for different sites depending on whether the site has been bid, is in the investigation stage or has bid deferred status. The due dates are also dependent on whether the site existed prior to 5/1/06.
- The web report and update to contract status must be completed at least annually for a site to remain in compliance and ensure no loss of interest or work cost reimbursement.
- Consultants will be completing **all** web reports, contract execution notifications and contract termination notifications. RPs will be submitting **all** contract extension requests and these will need to be submitted to the PECFA claims section.
- All sites must have contract notifications (for executions, terminations, approved extensions) up-to-date in order to access web reporting application.
- In addition to the normal annual web reports, sites must also submit a final web report at the time of site closure, after completing bid deferred work, at the end of a bid scope of work, at the completion of the site investigation or after completion of a specified investigative phase.
- Normal paper reports containing all necessary information (logs, justifications, lab sheets, maps etc.) must still be submitted for closure, completion of site investigation, 20K exceedence requests, bid waiver requests, changes of circumstance and for interim or emergency actions.
- As specified in Comm 47, failure to submit reports or contract notifications per schedules specified in Comm 47 will result in loss of work and/or interest reimbursement until the web report or contract notification has been completed.
- “Annual reporting” as referenced in Comm 46.10 will be completed yearly during the month of December using same web format that other web reporting uses. Completing the web report satisfies requirements and changes due date for next Comm 46 or Comm 47 web report and updates contract notification if out of date.
- All sites that have submitted an occurrence classification form prior to May 30, 2006 will be getting bid deferral letters notifying them that the sites are being given

temporary bid deferred status. New sites starting investigations after 5/30/06 and sites publicly bid prior to 5/1/06 will not receive these letters.

- Deferred sites are not required by Comm 47 to submit the web reports except for a written notice of completion of deferred work 14 days after completing the work that justified the deferral. However, as specified in the deferral letters, all deferred sites will need to complete the Comm 46 annual report (synonymous with web report) yearly during the month of December.
- If a site has been given bid deferred status per Comm 47.63 they do not need to complete separate redundant web reports due for site investigation sites.
- Consultants for sites in SI phase or for sites bid after 5/1/06 must complete contract notifications per Comm 47 requirements on the web. Comm 47 does not require that sites bid prior to 5/1/06 or bid deferred sites complete these contract notifications. However, because contract notifications must be up-to-date in order to access the web reporting application all sites must update contract notifications when completing web reporting.
- Following receipt of notifications of terminated contracts, Commerce will be sending letters to RPs indicating that they will need to hire another consultant within 60 days or request an extension. If a consultant for a site has submitted contract termination notification at the time the site is going to bid or being closed Commerce will not be sending the 60 day letter described above.
- Because web site passwords are connected to consultant ID #'s, only consultants can complete the web reports. If a site has received an approved contract extension and a web report is due during the period that the extension has been granted then no penalty will be assessed for failure to complete the web report on time. However, a new contract notification and web report will need to be generated per Comm 47 requirements once a new consultant has been contracted.
- Home heating oil sites do not have to complete web reports or contract notifications.
- There is no penalty for non-PECFA eligible sites that fail to complete web reports.
- If incomplete web reports are submitted Commerce may require that additional complete reports be submitted and no additional U&C or bid reporting funds would be provided by PECFA. Failure to submit complete or factual reports may count towards consultant disqualification.
- If a site has changed consultants, and previous consultant has not completed contract termination notification, new consultant will need to get previous consultant or PECFA staff to enter contract termination notification before they can enter the new contract execution notification. A pattern of failure to complete termination notifications may become a factor in consultant disqualification.